



TRAINING OPPORTUNITY  
Detrick Center for Training and Education  
Excellence  
Fort Detrick, MD

Course Title: Conducting Effective Meetings

Dates/Hour/Location: 03 May 05, Bldg 1520, 0800-1600

Course length: 1 Day

Registration Deadline: 23 April 05

Cost: \$100.00 Based upon 10 of participants

Vendor/Address: Frederick Community College/JTA Customized  
Training, 7932 Opossumtown Pike, Frederick, MD 21702

Course Overview:

Your Company Benefits When:

- ◆ Time is not wasted in purposeless meetings
- ◆ Meeting participants are prepared for meetings with defined purposes

Many factors contribute to meetings that waste time.  
Conducting Effective Meetings helps participants via scenarios to define outcomes, manage & facilitate meetings and resolve problems with meeting attendees.

Results

- ◆ Describe four purposes of conducting meetings
- ◆ Identify meeting management skills
- ◆ Understand the role of the facilitator
- ◆ Learn the IDEA problem solving model as an effective meeting management tool

Target Audience: All Employees

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or  
E-Mail: [USAGDCTEE@DET.AMEDD.ARMY.MIL](mailto:USAGDCTEE@DET.AMEDD.ARMY.MIL)

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17,19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email

address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).